

## State Water Resources Control Board

Division of Drinking Water

### **Reciprocity Applications**

Laboratories seeking to renew certification by the California Environmental Laboratory Accreditation Program (ELAP) must submit a complete application for certification **no later** than 90 days prior to the expiration of their current certificate. It is the responsibility of the laboratory to know and understand the regulations related to their certification, including that related to application submission requirements.

ELAP is not obligated to notify a laboratory that its certification will be expiring or has lapsed. Any notice sent by ELAP is a courtesy on behalf of the program and should not be the only mechanism a laboratory has in place to prompt the submission of a renewal application.

Failure to submit an application for renewal at least 90 days prior to the expiration of the certificate shall result in expiration of the certificate on the stated expiration date. (California Code of Regulations, Section 64805(d); Health and Safety Code section 100845.).

New reciprocity applicants should follow the instructions listed below.

Below are instructions for submitting applications and payments. Your application will be returned to you if it is not complete upon submission. ELAP will not keep documents from incomplete application submissions.

### **Reciprocity Application Instructions:**

Please electronically submit the following documents by sending them as attachments to an email addressed to [elapca@waterboards.ca.gov](mailto:elapca@waterboards.ca.gov). The application and Fields of Testing forms can be found on our website at [www.waterboards.ca.gov/ELAP](http://www.waterboards.ca.gov/ELAP).

1. **Signed ELAP 001 Application** (PDF), (*fill out application, print, sign and date, scan*)
2. **Signed Fields of Testing forms** (PDF), (*populate spreadsheets with "Y" in column to indicate you are requesting certification for that method/analyte, print, sign and date, scan*)
3. **Dated Quality Assurance Manual** (PDF), (*must be dated within one year of application date*)
4. **FOT Worksheets** (Excel files), (*attach the saved Fields of Testing Excel files that you printed and signed in item #2 as Excel files so that we can directly upload your requested methods/analytes to our database*)

5. **Acceptable Proficiency Testing results** for requested methods/analytes from your **most recent** study, *(attach vendor PDFs of results with your application)*
  - a. **Corrective Action Plans** for any Not Acceptable results and **previous cycle's results\***
6. **Primary Certification**
  - a. Official Certificate and Scope of Accreditation
  - b. Official On-Site Assessment Report and Findings
  - c. Applicable Corrective Action Plans

**Payment Instructions:**

Both renewal and annual payments include a base fee of \$1512.00, **plus** \$681.00 for each Field of Testing you are applying or certified for.

If you are submitting an Amendment application, the fee is \$681.00 **per** Field of Testing you are asking for amendment of.

Both renewal notices and annual fee invoices include a payment slip for your remittance. If you did not receive an invoice, please email us to request a replacement.

[elapca@waterboards.ca.gov](mailto:elapca@waterboards.ca.gov)

Please include your certificate number on your check.

Payments are now processed by the Water Boards' Accounting Office. Send your payment to:

**State Water Resources Control Board Accounting Office**  
**ATTN: ELAP FEES**  
**PO Box 1888**  
**Sacramento, CA 95812-1888**

If you are sending via courier service and require a physical address:

**State Water Resources Control Board Accounting Office**  
**ATTN: ELAP FEES**  
**1001 I Street, 18<sup>th</sup> Floor**  
**Sacramento, CA 95814**